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49109 UTrain Delta Training

1.1 Utrain Delta Training

The image is a dark blue rectangular graphic with abstract curved lines in orange, light blue, and white. The text is white and yellow. The title 'UTrain Delta Training' is in large yellow font. Below it, 'Course # 49109' is in smaller white font. A paragraph describes the training's purpose. A link is provided with a right-pointing arrow. A classification statement is at the bottom left. The Los Alamos National Laboratory logo is at the bottom right.


UTrain Delta Training

Course # 49109

Upon successful completion of this training, the learner will understand how the upgraded interface, functional, and security features of the Laboratory's UTrain Learning Management System impacts administrative users.

➤ [Click here if you would like to read the course objectives.](#)

This course has been reviewed by the Classification Group and has been determined to contain no classified or sensitive information.

 **Los Alamos**
NATIONAL LABORATORY
EST. 1943

Notes:

1.2 Introduction-1

UTrain Migration to the Cloud

UTrain is the Laboratory's official **Learning Management System (LMS)**; the System of Record for all Laboratory training, qualification, certification, and worker authorizations. UTrain is based on the SuccessFactors LMS, a commercial software system developed and owned by SAP NS2.

Prior to May 2020, UTrain was an on-premises application. The servers that supported the UTrain system were all purchased, installed, and supported by the Lab in on-site computing facilities. Lab information technology (IT) staff provided all development and system administration support.

1.3 Introduction-2

UTrain Migration to the Cloud

The Lab is now migrating UTrain to a commercial computing cloud that meets federal government data and system security requirements. The cloud infrastructure is owned and managed by SAP NS2.

The migration to a cloud-based system will provide the following operational improvements:

- Reduce Lab capital costs in server hardware and software procurement and maintenance.
- Reduce time and effort burden on limited Lab IT resources.
- Bring UTrain up-to-date with a fully-supported version of SuccessFactors, increasing system stability and access to vendor support.
- Increase system performance, reliability, and up-time.
- Increase Lab future access to new learning software technologies through regular SuccessFactors system updates.

1.4 Introduction-3

UTrain Migration to the Cloud

The cloud version of UTrain will introduce changes that will impact both administrative and regular users, including:

- changes to the login process interface,
- improved functions, and
- security features that will impact administrative and regular users.

1.5 HCM

The SuccessFactors Human Capital Management Portal

You access UTrain the same way you do now, but the landing page will change.

The cloud version of UTrain is integrated into a new interface called the SuccessFactors Human Capital Management (HCM) Portal. As you log in to UTrain, the HCM Portal will be your new landing page.

The HCM Portal can provide access to not only UTrain but other SuccessFactors applications.

1.6 HCM-video


Navigating UTrain in the Cloud

This is a step by step navigation video of the HCM


46°F
Updated 4/23/20 7:35 AM

Top News


ALL NEWS




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Alan Perelson: Using math modeling to battle viruses



Lifting of pause in LANL summer student programs



Happy Earth Day! Videos, recipes, activities and more



Lab and SFCC launch new program for machinists

POLL RESULTS

How would you prefer to get Lab news while teleworking?

2%	Green network (lani.lanl.gov)
26%	Yellow network (lani.lanl.gov)
63%	LANL TODAY
6%	Another kind of email blast

Total responses: 906

Start Here

Quick Links

ORACLE / T&L

UTRAIN

TRAVEL CONCUR

FORMS CENTER

MYMAIL

DIRECTOR'S DIALOGUE


GIVE / VOLUNTEER


LAB AGENDA


1.7 changes_to_business


Changes to UTrain and UTrain Business Rules


Click on a box to view the changes to UTrain

 Changes to domain management

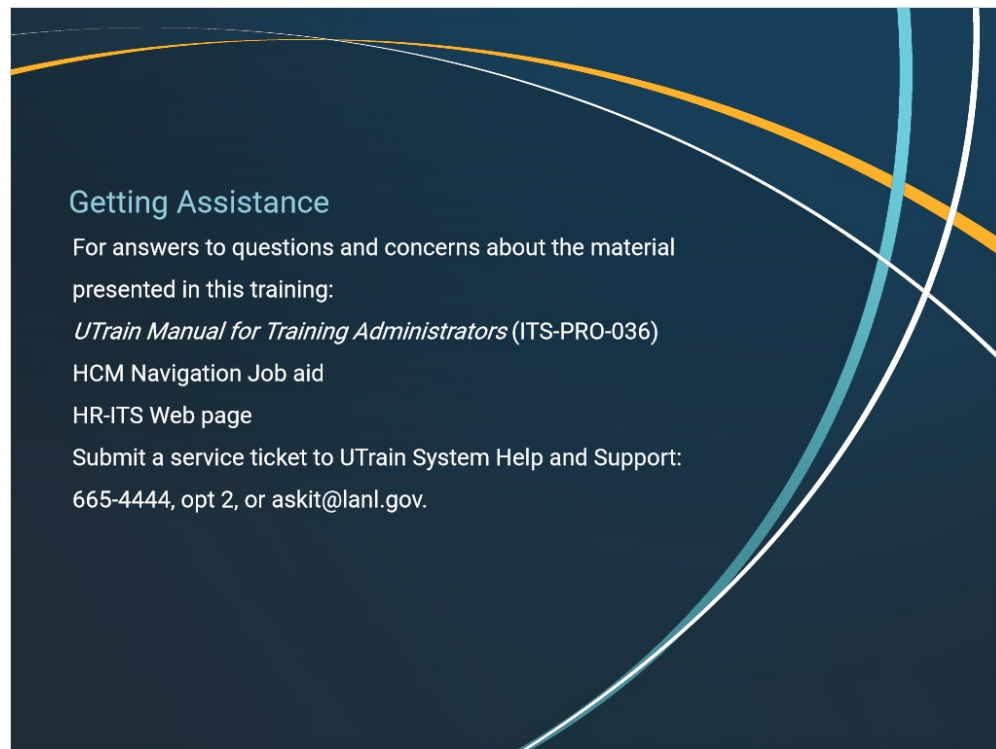
 Changes to the administrative roles

 A new location for the training Proxy link

 Coming in Fall 2020, Tools: Assessments and Question Library

 Business rules changes

1.8 Getting Assistance



Getting Assistance

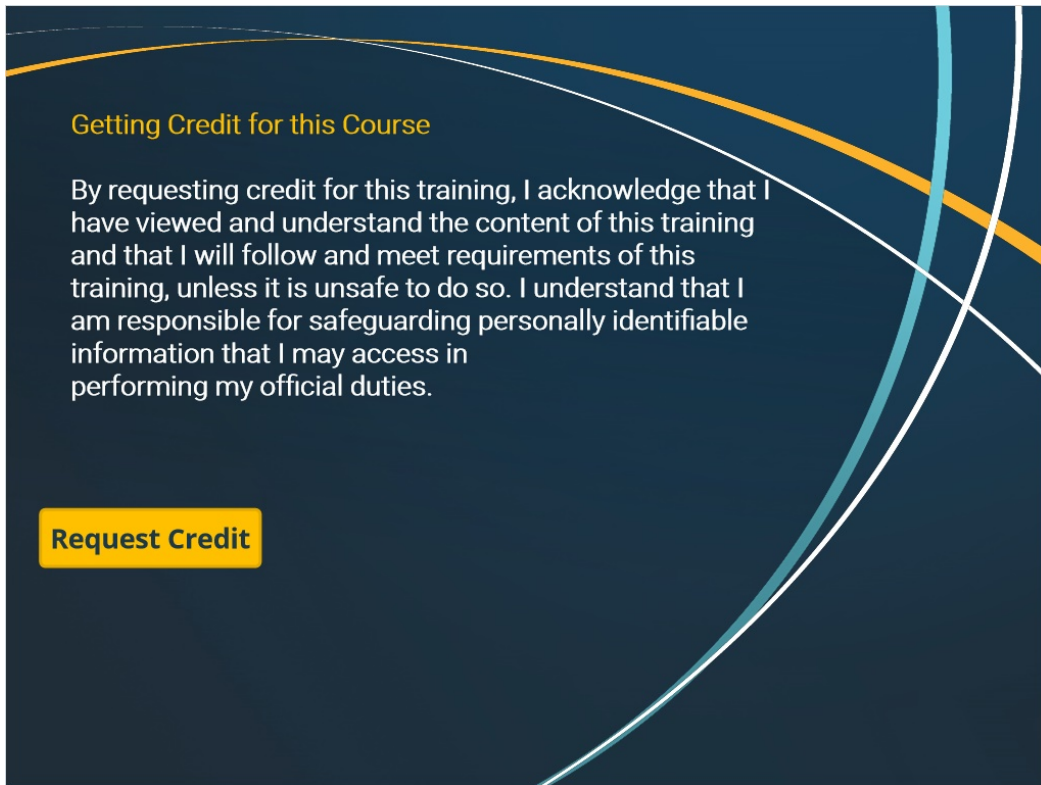
For answers to questions and concerns about the material presented in this training:

- UTrain Manual for Training Administrators* (ITS-PRO-036)
- HCM Navigation Job aid
- HR-ITS Web page

Submit a service ticket to UTrain System Help and Support:
665-4444, opt 2, or askit@lanl.gov.

Notes:

1.9 Untitled Slide



Getting Credit for this Course

By requesting credit for this training, I acknowledge that I have viewed and understand the content of this training and that I will follow and meet requirements of this training, unless it is unsafe to do so. I understand that I am responsible for safeguarding personally identifiable information that I may access in performing my official duties.

Request Credit

Notes:

1.10 Untitled Slide



Notes:

2. business_rules

2.1 Changes in Domain

Changes in Domain Management

UTrain domains provide an organizational structure used to store and control access to UTrain objects (learning items, curricula, content objects, etc.).

RECENT ORGANIZATION
REORGANIZATION
CLOUD IMPLEMENTATION
NEW ADMINISTRATOR

Tab 01 (Slide Layer)

Changes in Domain Management

UTrain domains provide an organizational structure used to store and control access to UTrain objects (learning items, curricula, content objects, etc.).

RECENT ORGANIZATIONS
Until recently, UTrain contained a domain for each LANL organization, which provided each organization a place to create, store, and manage their UTrain objects. UTrain administrators would be assigned roles that allowed them to access the specific domains for the organizations.
REORGANIZE
LESSON THREE
NEW ADMINISTRATOR

Tab 02 (Slide Layer)

Changes in Domain Management

UTrain domains provide an organizational structure used to store and control access to UTrain objects (learning items, curricula, content objects, etc.).

RECENT ORGANIZATION

REORGANIZE

Each time the Lab reorganized, additional domains were created. This automatic process resulted in an ever-increasing number of domains. Managing all the existing and new domains became unworkable.

CLOUD IMPLEMENTATION

NEW ADMINISTRATOR

Tab 04 (Slide Layer)

Changes in Domain Management

UTrain domains provide an organizational structure used to store and control access to UTrain objects (learning items, curricula, content objects, etc.).

RECENT ORGANIZATION

REORGANIZATION

CLOUD IMPLEMENTATION

NEW ADMINISTRATOR

New UTrain administrators should coordinate with the other UTrain administrators in the organizations they support to identify the domains they should use.

If new UTrain administrators cannot contact other UTrain administrators to identify the domains they should use, they should contact UTrain Support at utrain@lanl.gov.

Tab 03 (Slide Layer)

Changes in Domain Management

UTrain domains provide an organizational structure used to store and control access to UTrain objects (learning items, curricula, content objects, etc.).

RECENT ORGANIZATION

LESSON TWO

CLOUD IMPLEMENTATION

In the UTrain cloud implementation, no new organization-specific domains will be created. UTrain administrators should continue to use the existing domains for the organizations they support.

NEW ADMINISTRATOR

Tab 05 (Slide Layer)

Changes in Domain Management

UTrain domains provide an organizational structure used to store and control access to UTrain objects (learning items, curricula, content objects, etc.).

LESSON ONE

LESSON TWO

LESSON THREE

LESSON FOUR

LESSON FIVE

A. INSERT YOUR LAYER TITLE HERE

Title 01
Simply click the text boxes to change out the content.

Title 02
But don't limit yourself. Why not add images to the layers?

Title 03
Or perhaps an educational movie clip would be appropriate.

Title 04
Let your creativity soar and find ways to engage your learners.

2.2 changes in Proxy Link

UTrain Proxy Login Feature

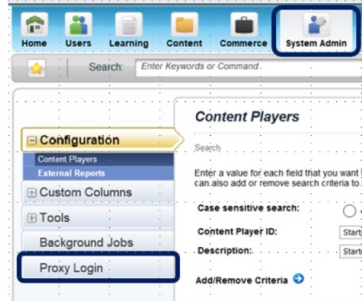
In the UTrain cloud, the link to activate the UTrain Worker Proxy feature is **no longer** located in the Welcome section of the UTrain Administrator page.

The link is **now located in** the left-side action menu of the System Admin page.

To start a Proxy Login session:

1. From the UTrain Administrator page, click the "System Admin" button.
2. Click the "Proxy Login" button on the left side of the System Admin page.

Note: Proxy sessions must be delivered in Google Chrome browser.



2.3 Admin Roles

Changes in Administrative Roles and Role Consolidation

To simplify management of roles in UTrain, the UTrain cloud migration creates a new administrative role and consolidates and eliminates several existing roles.

NEW ROLE:

CONSOLIDATES
ELIMINATES
GRANTS
ASSIGNS

UTrain Business Rule: A UTrain administrator that must change a UTrain object in a domain of an organization that they do not support must coordinate with the appropriate administrator.

Tab 01 (Slide Layer)

Changes in Administrative Roles and Role Consolidation

To simplify management of roles in UTrain, the UTrain cloud migration creates a new administrative role and consolidates and eliminates several existing roles,

NEW ROLE:

CONSOLIDATES

The new role, called the UTrain Administrator role, consolidates and replaces the following roles:

- Super Training Administrator
- Training Administrator 3 (TA-3)
- Content Publisher

ELIMINATES

GRANTS

ASSIGNS

Tab 02 (Slide Layer)

Changes in Administrative Roles and Role Consolidation

To simplify management of roles in UTrain, the UTrain cloud migration creates a new administrative role and consolidates and eliminates several existing roles.

NEW ROLE:

CONSOLIDATES

ELIMINATES

The new UTrain Administrator role also eliminates domain-based restrictions that were applied to the replaced roles.

GRANTS

ASSIGNS

Tab 04 (Slide Layer)

Changes in Administrative Roles and Role Consolidation

To simplify management of roles in UTrain, the UTrain cloud migration creates a new administrative role and consolidates and eliminates several existing roles.

NEW ROLE:

CONSOLIDATES
ELIMINATES
GRANTS
ASSIGNS

- To get the new UTrain Administrator role, a worker must request the role in AccessIT; the workers supervisor must then approve the role.
- The UTrain Administrator role, must be reapproved by a worker's supervisor every year.
- All other roles will continue to be assigned using the **UTrain Role Request Form**.
- Please refer to the UTrain Role Request job aids on the ITS Web page.

UTrain Business Rule: A UTrain administrator that must change a UTrain object in a domain of an organization that they do not support must coordinate with the appropriate administrator.

Tab 03 (Slide Layer)

Changes in Administrative Roles and Role Consolidation

To simplify management of roles in UTrain, the UTrain cloud migration creates a new administrative role and consolidates and eliminates several existing roles.

NEW ROLE:

CONSOLIDATES
ELIMINATES
GRANTS

The UTrain Administrator role grants administrators access to all UTrain objects, regardless of domain.

ASSIGNS

Tab 01 - Copy (Slide Layer)

Changes in Administrative Roles and Role Consolidation

To simplify management of roles in UTrain, the UTrain cloud migration creates a new administrative role and consolidates and eliminates several existing roles,

NEW ROLE:

CONSOLIDATES

The new role, called the UTrain Administrator role, consolidates and replaces the following roles:

- Super Training Administrator
- Training Administrator 3 (TA-3)
- Content Publisher

ELIMINATES

GRANTS

ASSIGNS

2.4 business-rules

UTrain Business Rules

One important procedural change that comes with the UTrain upgrade is the increased personal responsibility that will be placed on LANL Training Administrators. The changes to the administrative roles in UTrain cloud will require UTrain administrators to carefully follow the UTrain Business Rules as defined in ITS-PRO-036: *UTrain Manual for Training Administrators*. You may have noticed a few (but not all) of the business rules have been referenced in this course.

Before UTrain administrators are granted the UTrain Administrator role in UTrain cloud, they must read ITS-PRO-036 and complete a UTrain quiz to demonstrate their knowledge and understanding of the UTrain Business Rules. The manual and quiz are available in UTrain as SS 48258 (Rev 0.0 - 1/10/2020 11:07 AM America/Denver): UTrain Manual for Training Administrators.,

Violations of the UTrain Business Rules will result in the removal of a UTrain administrator's access to UTrain.

2.5 assessment tool

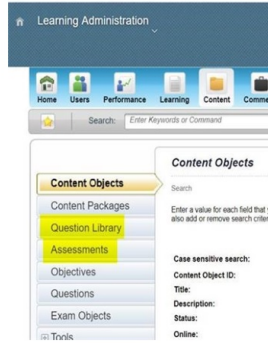
The Assessment and Question Library Tools

Coming in Fall 2020, New Tools:

- Assessments and
- Question Library.

The Assessment Tool is an improved exam question management tool that will eventually replace the current Plateau Question Editor (PQE).

1. If you have an EXAM_PUBLISHER role, you will see two new links under the Content tab, Question Library and Assessments.
2. These new tools will be implemented later in 2020 and will replace the Questions and Exam Objects tools.
3. Training on using the Question Banks and Assessments tool will be available in June 2020.



3. Untitled Scene

3.1 Objectives

UTrain Delta Training Objectives

- Understand the migration of UTrain to a Cloud infrastructure and its advantages.
- Understand the SuccessFactors Human Capital Management (HCM) interface.
- Know how to navigate the new HCM/UTrain administrative interfaces.
- Understand **the new LMS domain structure and role workflows**.
- Understand the changes in administrator roles.
- Understand how to locate and use Proxy Login features.
- Know how to locate and use the Assessment tool.
- Know and understand new UTrain **business rules**.
- Know where to go for help with Utrain Administrator user issues.